



## **BUDGET COUNSELING VOLUNTEER**

***PARTNERS IN HOUSING/ 455 Gold Pass Hts., Colorado Springs, CO 80906 &  
21 S. Wahsatch., Colorado Springs, CO 80903***

**Job Title: Budget Counselor**

**Job Definition:** To teach our clients we call “partners” learn more about financial literacy - how to evolve from tracking their spending to budgeting for expected income. May discuss higher levels of financial literacy to include savings and investments.

**Job Specifications:** Engage clients in practical ways of learning to handle their money, (through the use of worksheets or other means) to realize where their money is going and to learn how to plan for their financial future.

**Day of Volunteering:** On a monthly basis (one or two days a month, approximately 4 hours)

**Report To:** Housing Services Director

**Compensation:** None -Volunteer Opportunity

**Record Keeping:** Each volunteer must complete a volunteer application, sign a confidentiality release form, pass a Colorado State Criminal Background Check, and keep track of the hours spent working on the PIH volunteer sheet.

### **Qualifications:**

- Pass a criminal background check
- Ability to work self sufficiently
- Ability, Interest & Motivation to work with Adults
- Possess Interactive people skills
- Adaptable to miscellaneous tasks